

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No

R3-43

2 Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3 Service

☐ Hdqtrs ☒ Field

4 Employing Office Location

Twin Cities, MN

5 Duty Station

6 OPM Certification No

Explanation (Show any positions replaced)

7 Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8 Financial Statements Required

☐ Executive Personnel Financial Disclosure ☒ Employment and Financial Interests

9 Subject to IA Action

☒ Yes ☐ No

10 Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11 Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12 Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13 Competitive Level Code

14 Agency Use

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Technician (Fisheries)	GS	404	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Biological Science Technician (Fisheries)	GS	404	5		

16 Organizational Title of Position (if different from official title)

17 Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22 Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION R3-43

Grade Level Guide for Aid & Technician Work, GS-400, TS-111, 12/91

Typed Name and Title of Official Taking Action

J.T. Westberg

Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23 Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

Remarks

Full Performance Level

Supervisors Copy

Employee Copy

OPF Copy

Classification Copy

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

The Fish and Wildlife Service, as an agent of the Great Lakes Fishery Commission, is responsible for sea lamprey control in U.S. waters of the Great Lakes. The Sea Lamprey Management Program, Marquette/Ludington Biological Stations, are responsible for: chemical treatment of streams to destroy sea lamprey larvae; monitoring of population levels of lampreys in their larval, parasitic, and spawning phases to assess the success of treatments and the need for future control strategies; and the documentation of biological changes in the life history of sea lampreys.

Incumbent of this position serves as a Biological Science Technician in a career seasonal appointment and may be assigned to the Assessment or Control Units; typical, but not all inclusive, duties of the position are illustrated by performance of any combination of the following:

Major Duties:

- Participates with Fishery Biologist and Biological and Physical Science Technicians in the conduct of lampricide treatments and assessment operations.
- Performs or assists in the field technical duties involved in lampricide treatments including pesticide application, chemical analysis of water, bioassay test, measurement of stream discharge, collection of biological specimens, and the maintenance of organized campsites.
- Performs or assists in the field technical duties involved in assessment operations including studies to determine the relative and/or absolute abundance of sea lampreys in the larval, parasitic, and spawning life stages, and to measure the impact of control operations to nontarget species.
- Performs all technical duties at lampricide feeder sites. Installs, adjusts, inspects, maintains, monitors, and services chemical applicators and other instruments used in treatments. Checks instrument settings against established standards to assure accuracy.
- Performs standard chemical analysis of water to be treated (pH, dissolved oxygen, conductivity, and total hardness).
- Assists in conducting bioassay tests in conjunction with lampricide treatments, and record observations at predetermined time intervals. Compiles bioassay data and prepares preliminary bioassay reports.
- Performs chemical analysis of applied lampricides with calorimetric or chromatography methods.
- Assists in and conducts surveys to determine the distribution, abundance, and growth of larval sea lampreys in streams and associated offshore areas.

- Collects, weighs, and measures spawning-phase sea lampreys captured in assessment traps at index stations. Identifies, counts, and records all specimens captured.
- Collects parasitic-phase sea lampreys from designated commercial and charter sport fishermen at index ports.
- Operates, repairs, and maintains electrofishing gear, lampricide application devices, and other equipment and materials used in stream and lake surveys and treatments.
- Collects, identifies, marks, sexes, weighs, measures, and preserves lampreys, fishes and aquatic organisms.
- Measures stream flow characteristics, velocity, and discharge utilizing various devices depending upon environmental conditions.
- Collects and records basic physical and biological field data for study and identification. Makes records of observed conditions that would affect the interpretation of data derived from samples.
- Loads and unloads material and equipment. Levels and stabilizes trailers, cleans grounds, repairs and maintains equipment, and disposes of lampricide containers as directed by the lead technician.
- Prepares draft reports involving the simple tabulation or collection of data with comments on surrounding environments and conditions that could affect control or assessment activities.
- Operates and maintains light, medium and heavy-weight trucks on public highways and off-road situations, includes pulling of trailers ranging in size from 12-foot boat to 40-foot house. Operates and maintains ATVs in off-road situations and small watercraft with outboard motors on lakes and streams.
- Participates in the training and orientation of temporary seasonal employees and occasionally directs a two-person crew in the field.

Factors:

1. Knowledge Required by the Position:

- Substantial knowledge of the fisheries area of biological work and ability to perform a variety of tasks in this area.
- Detailed knowledge of the basic procedures and technical terminology used in the field of fish and wildlife biology.
- Experience and/or education in the application of water chemistry methods and techniques to perform standard laboratory and field analysis of water.

- Technical knowledge of scientific equipment to establish feed rates of lampricides, analyze chemical lampricide concentrations in running water, gauge stream flows and velocities, and operate chemical metering devices.
- Knowledge and skill in one or more specialized techniques and the ability to follow assigned protocols and maintain detailed records accurately.
- Knowledge of scientific methods of measurement.
- Technical knowledge of methods and objectives of the sea lamprey management program.
- Skill in the collection, consolidation, and summarization of data.
- Ability to use standard laboratory and field equipment and instruments.
- Ability to safely operate and perform minor repairs on instruments, specialized equipment, motor vehicles, and outboard boats.
- Skill in operation of motor vehicles sufficient to obtain State of Michigan Commercial Drivers License.
- Knowledge sufficient to obtain a Pesticide Applicators Certificate in states contiguous to the Great Lakes.

2. Supervisor Controls:

The supervisor provides specific oral instructions at the beginning of each new task concerning work methods, available equipment, and procedures to be followed. When problems occur, the incumbent discusses the case with the supervisor or lead technician prior to continuing the assignment. The incumbent is given increasingly more freedom and less specific guidance as knowledge of the work and methodology increases. Work is reviewed for adequacy and accuracy in progress and upon completion.

3. Guidelines:

Guidelines in the form of procedural manuals, etc. are available, but their coverage may not extend to all problems encountered. In these instances, incumbent must apply knowledge gained through experience in choosing alternative methods to meet varying requirements, or determine what questions should be referred to the supervisor.

4. Complexity:

The Sea Lamprey Management Program requires a highly trained and experienced seasonal staff. Lampricide applications and quantitative assessment techniques necessitate specialized abilities and skills.

The incumbent performs a variety of complex tasks and is expected to make suggestions for improvement of methods and techniques. Field work is performed at a remote location. Circumstances that cannot be foreseen affect the program and require adaptation of the activities to compensate for field conditions. The incumbent must setup, calibrate, and operate instruments and equipment, including the recognition and correction of malfunctions. Accuracy and attention to detail are required.

5. Scope and Effect:

The purpose of the work is to assist others in performing technical tasks involved in support of laboratory or field projects. Assignments have a direct effect on the success of the Sea Lamprey Control Program. For example, the correctness and accuracy of observations noted, samples collected, and test results significantly affect conclusions reached in the field and the effectiveness of the program.

6. Personal Contacts:

Contacts are with co-workers, general public, sportsmen's groups, state conservation agencies, and school groups.

7. Purpose of Contacts:

Contacts are to obtain or exchange information of a factual nature, discuss assignment problems and results, and provide information to the public which may be skeptical of the Sea Lamprey Management Program.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing, or similar activities. Handling fairly heavy items up to 150 pounds may be involved. Work requires average agility and dexterity. Safety precautions are required when working around water and with chemicals and equipment.

9. Work Environment:

The work requires both indoor and outdoor work. The office and shop area is adequately lighted, heated, and ventilated. Conditions encountered in the performance of outdoor work are: temperature and weather extremes, dampness, humidity, and insects.

The incumbent is required to travel extensively during six months of the year and is required to sleep in Government furnished sleeping quarters (trailers) when assigned to field crews.

A condition of this employment is the wearing of the Official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. You are required to obtain and properly wear uniform components within Class C.